



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PARKS RECREATIONAL SUPERVISOR

Class No. 006336

■ CLASSIFICATION PURPOSE

To serve as operations supervisor of recreational programs and/or activities; to implement program activities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Parks Recreational Supervisor is a class found only in the Department of Parks and Recreation. Under general supervision, this class is responsible for implementing recreational activities and programs at a County facility (e.g., community center, teen center, sports field) or park. The Parks Recreational Supervisor differs from the Parks Recreation Program Manager in that the latter is responsible for managing the entire park recreational program.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans and implements recreation programs.
2. Prepares and recommends new, modified, and/or removal of programs.
3. Explains and interprets the department's plan, programs, and procedures to community groups.
4. Plans and arranges work schedules for subordinate professional staff and volunteers.
5. Prepares a variety of reports and maintains records.
6. Supervises recreational programs and/or activities through subordinate staff.
7. Meets with residents of community service areas to determine recreation needs and programs.
8. Prepares materials for publicity for recreation programs.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Recreational program activities appropriate to a park setting.
- Supervision and training principles and practices.
- Procurement practices related to equipment and supplies.
- Park and recreation Federal, State, and local codes and regulations.
- Facility and program budget management.
- Various computer software programs such as Microsoft Office.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan and implement recreation programs and activities.
- Research, analyze, and evaluate service delivery methods procedures and techniques.
- Communicate effectively, both orally and in writing.
- Write clear, concise reports and related documents.
- Interact effectively with peers, superiors, representatives from other agencies and people of various socio-economic backgrounds.
- Coordinate and implement recreation programs suited to the various needs of the community.
- Coordinate facility and grounds maintenance.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: three (3) years of professional experience at the level of recreational leader, park ranger, or closely related position in a recreational facility. Experience must have included developing and implementing recreational programs and activities, and supervising subordinate staff.

Note: Appropriate college-level education may substitute for up to one (1) year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, bending of neck and waist, repetitive use of hands, and reaching below shoulder level. Occasional: walking, standing, squatting, climbing, kneeling, crawling, twisting of neck and waist, dominant hand use, simple and power grasping, fine hand manipulation, pushing and pulling, reaching above shoulder level, and lifting and carrying objects weighing up to 75 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. May be required to obtain California class B commercial driver's license.

Certification/Registration

May be required to obtain Wilderness First Responder certification.

Working Conditions

Frequent night, weekend, and holiday work may be required. May require working irregular shifts and dwelling in County housing. May require working around equipment, walking on uneven ground, exposure to excessive noise, exposure to extremes in temperature, humidity, or wetness, exposure to dust, gas, fumes, or chemicals, working at heights, and working with biohazards.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 27, 1995
Reviewed: Spring 2003
Revised: June 10, 2004

Parks Recreational Supervisor (Class No. 006336)

Union Code: MM

Variable Entry: Y